

PRE-PROPOSAL CONFERENCE/SITE VISIT AGENDA

**December 20, 2011
2:00 PM (4B-300)**

2nd Floor Vertical Expansion and Parking Garage Structure

MICHAEL E. DEBAKEY VA MEDICAL CENTER
HOUSTON, TX 77030

Solicitation No: VA-256-12-R-0003

- I. Sign In (Attendance Sheet)**
- II. Welcome/Introduction of VA Personnel**
- III. Purpose**

The purpose of this conference is to provide a clear understanding of the solicitation requirements as well as a site visit of the project area. Please limit questions to general solicitation requirements only. Save the complex technical questions and put them in writing to the Contracting Officer via e-mail tony.jackson@va.gov and cc the COTR at Stephen.yu@va.gov.

Formal Amendment(s) will be issued, covering pertinent questions, answers, and clarifications regarding the project scope.

All amendments must be acknowledged with your offer.

Words of Caution

Base your offers on the Solicitation and Amendments to the solicitation as issued. Nothing said at this conference can be interpreted as an amendment to this solicitation unless it is issued as a formal amendment.

- IV. Scope of Work**

The contractor shall provide all labor, materials, tools, equipment, expertise, administration, supervision, and transportation as necessary to perform all work as described in the Statement of Work and all contract documents pertaining to this solicitation. Work includes approx. 20,000 GSF of vertical expansion with clinical build-out, and 2,500 GSF of shell space for future expansion to area N of the existing hospital. There is also construction of a 194 car, cast in place concrete parking structure approx. 110,000 GSF.

- V. Anticipated Schedule**

- Proposal due date is 1/12/2012 at 2:00 PM Local Time
- 300 calendar day project from the Notice To Proceed Date for the Parking Garage and 425 total calendar days for the project as a whole. **(Change forthcoming)** ** A separate Notice to Proceed will be issued for the Parking Garage due to an additional requirement to complete a lease of off-site parking. Looking at a NTP date of around

- May 2012. An official solicitation amendment will be issued.
- Cutoff date for all questions will be January 5, 2012 at 2 PM.

VI. Additional Information

- This solicitation was issued via the FBO.gov website on 12/12/2011.
- Magnitude of construction is between \$5M and \$10M.
- Total set-aside for SDVOSB's (Joint Ventures and Teaming Arrangements accepted and documents must be submitted with proposal). Please see page 1, Block 10 of the solicitation for details regarding Joint Ventures and Teaming Arrangements. A hyperlink has been provided pertaining VA Policy and guidance).
- Source Selection will be based on Lowest Price Technically Acceptable. Strict minimum requirements must be met to be considered technically acceptable.
- The contract will be a firm fixed price contract.
- You have 4 bid items on the Price/Cost Schedule which includes 2 Deduct Alternates.
- Reps and Certs: Offerors are required to complete the annual representations and certifications document and return it with the offer.
- Offers shall submit a copy of the VetBiz Registry showing your firm as a verified SDVOSB or submit a copy of the Verification letter from the CVE.
- BUY AMERICAN ACT (Bottom Line: Domestic Construction Material Preference. Unless it's Commercial off the Shelf (COTS).
- An amendment will be issued today or tomorrow to add the GeoTechnical Report for the Garage area, As-built drawings of the building area surrounding the project area.
- As-builts of the Parking Garage Area are only available in hard copy for review. Contractors are responsible to verify existing conditions.
- This is a highly visible and meaningful project and we expect the best qualified contractor to receive the award and for them to staff the job with very qualified and competent individuals especially the Project Manager and Superintendent(s).